



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Information Officer I

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$4,600-\$5,758

LOCATION: Media and Public Communications Office

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES:

The Energy Commission's Media and Public Communications Office is looking for a dynamic individual who is highly skilled in media relations and marketing. The Information Officer I will be responsible for planning, organizing and directing communication outreach to external and internal audiences. The Information Officer I will have the ability to represent the Energy Commission when interacting with media outlets, review and summarize information, and be able to translate complex ideas into clear language for a wide range of audiences. The Information Officer I will support the Fuels and Transportation Division but will gain knowledge of other energy issues.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- Exceptional communication skills
- Excellent writing, editing and storytelling skills
- Public relations/marketing experience
- Background in journalism/media relations/public relations/marketing
- Knowledge of Microsoft Word, Excel and other computer programs
- Familiar with popular social media platforms including Twitter, Facebook, YouTube and Pinterest

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #180-149
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

personnel@energy.ca.gov